

Accounting & Finance Lead

Location: Taguig, Philippines

Lifetrack Medical Systems is a Singapore headquartered health-tech company that has developed and deployed the first scalable, distributed medical imaging software designed for affordable access in emerging markets. Our LifeSys™ platform is used by large healthcare chains, public health systems, and radiology group practices to scale their radiology operations seamlessly, without the pain or cost of legacy medical imaging software. LifeSys™ is now serving hundreds of thousands of patients annually across Southeast Asia, South Asia, Africa, the United Kingdom, and the United States.

Lifetrack's mission is to build simple, elegant, powerful, and intuitive software platforms for the entire healthcare ecosystem, starting in medical imaging in emerging markets, where the needs are greatest and the resources are scarcest. We are trusted and backed by the Asia Impact Investment Fund of the UOB Group and Credit Suisse, the corporate VC arm of Philips Healthcare, and Kickstart Ventures of the Philippines' Ayala Group.

Core Responsibilities

Reporting to the CFO, the Accounting and Finance Lead is responsible for effectively directing and reviewing the work of the Lifetrack finance team, and interact effectively with external parties to ensure compliance to relevant tax and accounting requirements in the countries Lifetrack has legal entities.

The Accounting and Finance Lead's main responsibilities include:

- Manage the day-to-day operations of the finance team
 - Ensure team members are supported and functioning efficiently and effectively.
 - Oversee the proper categorization and storing of all accounting and finance documents, reports, working files, and standard forms.
 - Plan team workload and schedules to achieve zero downtime.
 - Lead and inspire the team towards professional excellence.
- Properly maintain the books of the Lifetrack group of companies, and ensure accurate and timely reporting
 - Responsible for the General Ledgers of all entities of the Lifetrack group.
 - Check and verify monthly intercompany transactions and consolidation entries.

- Keep updated of accounting and taxation standards.
 - Maintain good working relationship with external auditors.
 - Reporting requirements: monthly financial reports, quarterly management reports, annual audited financial statements (consolidated and individual entities).
- Oversee timely and accurate tax and regulatory filings
 - Work with team members and external service providers to ensure compliance with all applicable tax authorities.
 - Be familiar with all regular tax and regulatory filing requirements.
 - Ensure all (monthly, quarterly, annual filings are prepared and submitted.
- Responsible for the proper implementation and use of accounting software
 - Project owner for migration to new cloud-based accounting software
 - Ensure proper use of software with appropriate role assignment
- Other tasks that are assigned from time to time

Candidate Requirements

Professional qualifications and skills:

- Bachelor degree in accounting (or equivalent)
- At least 3 years of experience in an MNC environment, or 5 years of experience in BPO, in a similar function. Supervisory experience is well regarded.
- Experience with accounting software (understanding in Xero or Intuit highly regarded)
- Skilled in using Microsoft Office suite of tools
- Good understanding of web-enabled productivity tools.



Operating Principles

Purpose-driven. We are looking for individuals who are aligned with our mission and are motivated by working on healthcare technology that can positively impact millions of lives around the world.

Do it right, from the start. We believe in starting from first principles and putting in the hard work now to avoid more work down the future. Our LifeSys™ platform, built from the ground up, reflects this.

Radical transparency. We want our people to keep growing and improving. Receiving and giving feedback is critical for this. We expect people to be upfront, open and willing to learn from each other.

Crush the bottlenecks. We are always focused on the critical path to achieving results. We expect our members to be relentlessly efficient in clearing the obstacles to this critical path.

Going the extra mile. We like and reward team members who are not only good at their jobs, but will raise their hand and propose projects or solutions that help take Lifetrack forward.